

Form Type Travel Request FormCity of Hamilton
Travel Authorization FormTraveling From: 2015-05-31 through 2015-06-03
Date of Departure Date of Return

Please note, these are the dates that you will be leaving and returning from the trip. These should include the travel days in addition to the class/conference/meeting dates.

Authorization is requested by: Jody Gunderson Economic Development
Employee Name DepartmentTo attend (Course/Conference/Sponsor): Trustbelt - REDILocated at (City and State): Columbus, OHRegistration Fee
(Cost of Course/
Conference/Meeting)

Basic Fee:

\$

Other/Additional Fee: \$

Business Justification for Travel

REDI paying registration fee

Transportation Expenses

Check the appropriate boxes and record the estimated miles or cost for each mode of transportation to be used. For personal car, only estimated miles are necessary

☒ City Vehicle

Miles

Estimated Cost

☐ Personal Car☐ Airplane☐ Rental Car

N/A

N/A

\$ \$ \$

Meal/Food Expenses

Check the appropriate box; enter the number of days and the daily per diem amount. Per Diem rate table: [M&IE Per Diem Rates](#)☐ In-town/Local☒ Overnight

Cost Per Day

of Days

Estimated Cost

\$ \$ 56.003\$ \$ 168.00

Lodging Expenses

Hotel/Motel Name

Cost Per Night

of Nights

Estimated Cost

Hyatt Regency Columbus-350 North\$ \$ 198.583\$ \$ 595.74

Miscellaneous Expenses

Check the appropriate boxes and record the estimated cost for all applicable miscellaneous expenses.

☒ Parking Costs☐ Taxi Expenses

Amount

\$ \$ 78.00\$ ☐ Tolls☐ Other

Amount

\$ \$ \$ 50.00Account Number: 620 620 640 550Total Estimated Cost: \$ \$ 891.74

Submit for Authorization

Send Via Email

For Department Head Use Only



Approved by

☐ ApprovedSend Approval